

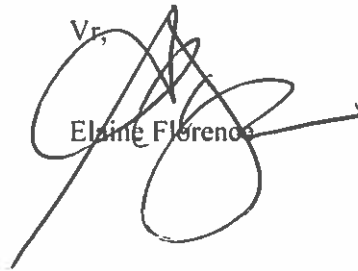
14 April 2017

From: Elaine Florence, Contract Specialist, FLC Jacksonville
To: Mr. Steve Palmer, FOIA Representative

Subj: MUNILLA CONSTRUCTION MANAGEMENT, LLC FREEDOM OF INFORMATION ACT
(FOIA) REQUESTS

1. The enclosed documents (19 emails) related to Seaward Services, Inc.'s transition period under Contract N68836-17-C-0001 are releasable without redactions.

Vr,
Elaine Florence

A handwritten signature in black ink, consisting of a large, stylized 'E' and 'F' intertwined, with a long horizontal stroke extending to the right. The signature is written over the printed name 'Elaine Florence'.

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Jakubec, Carlton J CIV NRSE HQ, N3
Sent: Friday, January 20, 2017 7:06
To: Martin Bryant; Rowe, Kenneth E. CIV USN GTMO; Michael Spiker; Robert Hall; Mark Strout; Yeich, Timothy L. O4 USN GTMO; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny, Robert E CIV CNRSE, N3; Fellows, Robin CIV NRSE HQ, N3
Cc: Jerome Best; Paxton, Joshua J. E8 USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Juan Perez
Subject: RE: Tug's , LCU. and Ferry's
Signed By: carlton.j.jakubec@navy.mil

Concur

-----Original Message-----

From: Martin Bryant [mailto:mbryant@mcm-gtmo.com]
Sent: Friday, January 20, 2017 7:03 AM
To: Rowe, Kenneth E. CIV USN GTMO; Michael Spiker; Robert Hall; Mark Strout; Yeich, Timothy L. O4 USN GTMO; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny, Robert E CIV CNRSE, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Fellows, Robin CIV NRSE HQ, N3
Cc: Jerome Best; Paxton, Joshua J. E8 USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Juan Perez
Subject: [Non-DoD Source] RE: Tug's , LCU. and Ferry's
Importance: High

Ken,

I will coordinate with Seawards Project Manager, and we will accommodate Seawards Captains underway training needs on the various craft..

V/r

Marty Bryant - Project Manager
MCM - Munilla Construction Management, LLC Port Operation Services - U.S. Naval Station Guantanamo Bay PSC 1005
Box 58 FPO AE 09593-0001
Mobile: 1-786-556-8026 | Office: 011-5399-75200 | mbryant@mcm-gtmo.com
Extension: 242

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Sent: Thursday, January 19, 2017 1:48 PM
To: Martin Bryant; Michael Spiker; Robert Hall; Mark Strout; Yeich, Timothy L. O4 USN GTMO; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny Robert E CIV CNRSE N3; Jakubec, Carlton J CIV NRSE HQ, N3; Fellows, Robin CIV NRSE HQ, N3
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Capt. Marty

I understand that the normal operational commitments and maintenance requirements come first, the times I have listed is what we would like if this timeframe is not available can you provide me with a schedule that will work best for you?

Start time 0800-1100
1100 to 1300 lunch
1300 to 1600

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Thanks Mark,

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This email has been scanned for spam and viruses by Proofpoint Essentials. Click here
<https://us1.proofpointessentials.com/index01.php?mod_id=11&mod_option=logitem&mail_id=1484914553-o-TuW62gTsK5&r_address=mbryant%40mcm-gtmo.com&report=1> to report this email as spam.

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Rowe, Kenneth E. CIV USN GTMO <Kenneth.Rowe@gtmo.navy.mil>
Sent: Monday, January 23, 2017 10:38
To: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Yeich, Timothy L. O4 USN GTMO; Novotny, Robert E CIV CNRSE, N3; Fellows, Robin CIV NRSE HQ, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Stacey, Shawn L. CIV USN GTMO
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Subject: FW: YFB 92 activation for training

Good Morning Elaine;

Please see boat operation schedule that Seward has provide for the week of January 23-27, 2017 to get operators on board with the boats here at GTMO. I talked with Capt. Marty this morning to discuss the schedule and assured him that this would in no way affect the normal daily operation that MCM currently has to meet under their current contract here at GTMO.

V/r

Ken

-----Original Message-----

From: Mark Strout [mailto:MStrout@hms-seaward.com]
Sent: Saturday, January 21, 2017 2:02 PM
To: Rowe, Kenneth E. CIV USN GTMO
Cc: Martin Bryant; Jerome Best; Bill Annand; captron@hotmail.com
Subject: [Non-DoD Source] YFB 92 activation for training

Ken,

As soon as contractually possible, I would like for the 2nd Ferry to be available for training of the Seaward Personnel. Until then, we would like to train on the LCU.

Proposed Schedule

Monday Jan. 23rd

YTB from 0700-1100 hrs. *** For touch and go's on inbound ship

LCU from 1300 – 1600

Tuesday Jan. 24th

YTB from 0800-1100 hrs.

LCU from 1300 – 1600

Wednesday Jan. 25th - *** Cor Training observation check ride

YTB from 0800-1100 hrs.

LCU from 1300 – 1600

Thursday Jan. 26th - (Assuming YFB-92 is available) *** Cor Training observation check ride

YFB – 92 from 0800 to 1600

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Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220 <elaine.florence@navy.mil>
Sent: Monday, January 23, 2017 11:05
To: Martin Bryant; Juan Perez
Cc: Paxton, Joshua J. E8 USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Lint III, Robert E. E7 USN GTMO; Novotny, Robert E CIV CNRSE, N3; Yeich, Timothy L. O4 USN GTMO; Fellows, Robin CIV NRSE HQ, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Rowe, Kenneth E. CIV USN GTMO; Stacey, Shawn L. CIV USN GTMO; Jerome Best
Subject: Seaward Boat Operations Schedule
Signed By: ELAINE.FLORENCE@NAVY.MIL

Good morning Marty,

Seaward has proposed the below boat operations schedule. Please confirm that the schedule does not in any way interfere with MCM's normal daily operations. If MCM does not have any issues or concerns with Seaward's proposed schedule, the COR will direct Seaward to proceed with the below schedule.

Please provide a response to this email notice no later than 12:00 Noon today.

Thank you.

Vr,

Elaine Florence
Contract Specialist
NAVSUP/Fleet Logistics Center
Jacksonville, FL 32212
Phone: (904) 542-1657
Fax: (904) 542-1088

In order to improve the level of service we provide to our customers, we ask that you please rate your level of satisfaction with the contracting services provided to you. You may participate in this survey by clicking on the link below and answering a few short questions regarding our service. This survey is for our government customers only.

Click here for the survey: <https://www.neco.navy.mil/contracting/survey.aspx>

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Subject: [Non-DoD Source] RE: Seaward Boat Operations Schedule

Good morning Elaine,

MCM has no issues with the below schedule training, and it has been executed as of the first run this morning. MCM will continue the training schedule unless otherwise directed.

V/r

Marty Bryant - Project Manager
MCM - Munilla Construction Management, LLC Port Operation Services - U.S. Naval Station Guantanamo Bay PSC 1005
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Sent: Monday, January 23, 2017 11:05 AM
To: Martin Bryant; Juan Perez
Cc: Paxton, Joshua J. E8 USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Lint III, Robert E. E7 USN GTMO; Novotny, Robert E CIV CNRSE, N3; Yeich, Timothy L. O4 USN GTMO; Fellows, Robin CIV NRSE HQ, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Rowe, Kenneth E. CIV USN GTMO; Stacey, Shawn L. CIV USN GTMO; Jerome Best
Subject: Seaward Boat Operations Schedule

Good morning Marty,

Seaward has proposed the below boat operations schedule. Please confirm that the schedule does not in any way interfere with MCM's normal daily operations. If MCM does not have any issues or concerns with Seaward's proposed schedule, the COR will direct Seaward to proceed with the below schedule.

Please provide a response to this email notice no later than 12:00 Noon today.

Thank you.

Vr,
Elaine Florence
Contract Specialist
NAVSUP/Fleet Logistics Center
Jacksonville, FL 32212
Phone: (904) 542-1657
Fax: (904) 542-1088

In order to improve the level of service we provide to our customers, we ask that you please rate your level of satisfaction with the contracting services provided to you. You may participate in this survey by clicking on the link below and answering a few short questions regarding our service. This survey is for our government customers only.

Click here for the survey: <https://www.neco.navy.mil/contracting/survey.aspx>

-----Original Message-----

From: Rowe, Kenneth E. CIV USN GTMO [mailto:Kenneth.Rowe@gtmo.navy.mil]

Sent: Monday, January 23, 2017 10:38 AM

To: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Yeich, Timothy L. O4 USN GTMO; Novotny, Robert E CIV CNRSE, N3; Fellows, Robin CIV NRSE HQ, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Stacey, Shawn L. CIV USN GTMO

Cc: Rowe, Kenneth E. CIV USN GTMO; Paxton, Joshua J. E8 USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Lint III, Robert E. E7 USN GTMO

Subject: FW: YFB 92 activation for training

Good Morning Elaine;

Please see boat operation schedule that Seward has provide for the week of January 23-27, 2017 to get operators on board with the boats here at GTMO. I talked with Capt. Marty this morning to discuss the schedule and assured him that this would in no way affect the normal daily operation that MCM currently has to meet under their current contract here at GTMO.

V/r

Ken

-----Original Message-----

From: Mark Strout [mailto:MStrout@hms-seaward.com]

Sent: Saturday, January 21, 2017 2:02 PM

To: Rowe, Kenneth E. CIV USN GTMO

Cc: Martin Bryant; Jerome Best; Bill Annand; captron@hotmail.com

Subject: [Non-DoD Source] YFB 92 activation for training

Ken,

As soon as contractually possible, I would like for the 2nd Ferry to be available for training of the Seaward Personnel. Until then, we would like to train on the LCU.

Proposed Schedule

Monday Jan. 23rd

YTB from 0700-1100 hrs. *** For touch and go's on inbound ship

LCU from 1300 – 1600

Tuesday Jan. 24th

YTB from 0800-1100 hrs.

LCU from 1300 – 1600

Wednesday Jan. 25th - *** Cor Training observation check ride

YTB from 0800-1100 hrs.

LCU from 1300 – 1600

Thursday Jan. 26th - (Assuming YFB-92 is available) *** Cor Training observation check ride

YFB – 92 from 0800 to 1600

Friday January 27th - (Assuming YFB-92 is available)

YFB – 92 from 0800 to 1600

Friday January 27thh - (Assuming YFB-92 is available)

YFB – 92 from 0800 to 1600

Vr

Mark Strout

Sent from Mail <<https://go.microsoft.com/fwlink/?LinkId=550986>> for Windows 10

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Rowe, Kenneth E. CIV USN GTMO <Kenneth.Rowe@gtmo.navy.mil>
Sent: Wednesday, January 25, 2017 14:54
To: Martin Bryant; Michael Spiker; Robert Hall; Mark Strout; Yeich, Timothy L. O4 USN GTMO; Paxton, Joshua J. E8 USN GTMO; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220
Cc: Novotny, Robert E CIV CNRSE, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Fellows, Robin CIV NRSE HQ, N3; Stacey, Shawn L. CIV USN GTMO; Rowe, Kenneth E. CIV USN GTMO
Subject: Travel Lift

Good Afternoon Capt. Marty

As per our phone conversation we will meet Tuesday January 31. 2017 at Wharf Whiskey to demonstrate the operation and lifting of the barge for Seward at 0900 am. I will get with Senior Chief Paxton to verify the lift plan prior to the lift to ensure that all appreciate documents are signed.

V/r

ken

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Martin Bryant <mbryant@mcm-gtmo.com>
Sent: Wednesday, January 25, 2017 15:06
To: Rowe, Kenneth E. CIV USN GTMO; Michael Spiker; Robert Hall; Mark Strout; Yeich, Timothy L. O4 USN GTMO; Paxton, Joshua J. E8 USN GTMO; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220
Cc: Novotny, Robert E CIV CNRSE, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Fellows, Robin CIV NRSE HQ, N3; Stacey, Shawn L. CIV USN GTMO
Subject: [Non-DoD Source] RE: Travel Lift

Ken,

We will have the lift plan ready to sign Monday afternoon.

V/r

Marty Bryant - Project Manager
MCM - Munilla Construction Management, LLC Port Operation Services - U.S. Naval Station Guantanamo Bay PSC 1005
Box 58 FPO AE 09593-0001
Mobile: 1-786-556-8026 | Office: 011-5399-75200 | mbryant@mcm-gtmo.com
Extension: 242

-----Original Message-----

From: Rowe, Kenneth E. CIV USN GTMO [mailto:Kenneth.Rowe@gtmo.navy.mil]
Sent: Wednesday, January 25, 2017 2:54 PM
To: Martin Bryant; Michael Spiker; Robert Hall; Mark Strout; Yeich, Timothy L. O4 USN GTMO; Paxton, Joshua J. E8 USN GTMO; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220
Cc: Novotny Robert E CIV CNRSE N3; Jakubec, Carlton J CIV NRSE HQ, N3; Fellows, Robin CIV NRSE HQ, N3; Stacey, Shawn L. CIV USN GTMO; Rowe, Kenneth E. CIV USN GTMO
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V/r

ken

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Martin Bryant <mbryant@mcm-gtmo.com>
Sent: Thursday, January 26, 2017 10:59
To: Rowe, Kenneth E. CIV USN GTMO
Cc: timothy.yeich@gtmo.navy.mil; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Jakubec, Carlton J CIV NRSE HQ, N3
Subject: [Non-DoD Source] Turnover Training of Seaward Captains

Ken,

It is my understanding that Seaward is bringing in 2 new Captains for training tomorrow, and 2 of the 5 Captains that we have been training will depart tomorrow. MCM is meeting the contractual requirements by training 5 Captains that is required in the RFP-N68836-16-R-0003. Is it the Government intent to require MCM to train the additional 2 new Captains that arrive tomorrow. Please advise on how we should proceed.

V/r

Marty Bryant - Project Manager

MCM - Munilla Construction Management, LLC

Port Operation Services - U.S. Naval Station Guantanamo Bay

PSC 1005 Box 58 FPO AE 09593-0001

Mobile: 1-786-556-8026 | Office: 011-5399-75200 | mbryant@mcm-gtmo.com

Extension: 242

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220
Sent: Thursday, January 26, 2017 11:25
To: 'Martin Bryant'; Rowe, Kenneth E. CIV USN GTMO
Cc: timothy.yeich@gtmo.navy.mil; Jakubec, Carlton J CIV NRSE HQ, N3; Novotny, Robert E CIV CNRSE, N3
Subject: RE: Turnover Training of Seaward Captains
Signed By: ELAINE.FLORENCE@NAVY.MIL

Good afternoon Marty,

MCM should not be training Seaward personnel. Seaward's personnel are professional mariners, licensed by the USCG. They are operating the craft for orientation and familiarity to learn the vessels handling characteristics, the environmental conditions and the area they will be operating in.

Please let me know what specific training MCM is providing to Seaward.

Vr,
Elaine Florence
Contract Specialist
NAVSUP/Fleet Logistics Center
Jacksonville, FL 32212
Phone: (904) 542-1657
Fax: (904) 542-1088

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-----Original Message-----

From: Martin Bryant [mailto:mbryant@mcm-gtmo.com]
Sent: Thursday, January 26, 2017 10:59 AM
To: Rowe, Kenneth E. CIV USN GTMO
Cc: timothy.yeich@gtmo.navy.mil; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Jakubec, Carlton J CIV NRSE HQ, N3
Subject: [Non-DoD Source] Turnover Training of Seaward Captains

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V/r

Marty Bryant - Project Manager

MCM - Munilla Construction Management, LLC

Port Operation Services - U.S. Naval Station Guantanamo Bay

PSC 1005 Box 58 FPO AE 09593-0001

Mobile: 1-786-556-8026 | Office: 011-5399-75200 | mbryant@mcm-gtmo.com

Extension: 242

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Martin Bryant <mbryant@mcm-gtmo.com>
Sent: Thursday, January 26, 2017 13:59
To: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Rowe, Kenneth E. CIV USN GTMO
Cc: timothy.yeich@gtmo.navy.mil; Jakubec, Carlton J CIV NRSE HQ, N3; Novotny, Robert E CIV CNRSE, N3
Subject: [Non-DoD Source] RE: Turnover Training of Seaward Captains
Attachments: Seaward Boat Operations Schedule

Dear Elaine,

Irrespective of past experience, skills, and USCG Licensing, Seaward's captain's skill level did not exactly suit the requirements of the Craftmaster in operating/handling various types of vessels at NS GTMO. There was a gap between the Seaward employee's present knowledge and skill and the NS GTMO Port Operation's requirements, and for filling this gap training was required as per the request from Seaward and the COR as per attached. MCM has been providing hands on training on all the craft since we were directed by the COR. MCM will cease all training and revert back to orientation and familiarity.

V/r

Marty Bryant - Project Manager
MCM - Munilla Construction Management, LLC Port Operation Services - U.S. Naval Station Guantanamo Bay PSC 1005
Box 58 FPO AE 09593-0001
Mobile: 1-786-556-8026 | Office: 011-5399-75200 | mbryant@mcm-gtmo.com
Extension: 242

-----Original Message-----

From: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220 [mailto:elaine.florence@navy.mil]
Sent: Thursday, January 26, 2017 11:25 AM
To: Martin Bryant; Rowe, Kenneth E. CIV USN GTMO
Cc: timothy.yeich@gtmo.navy.mil; Jakubec, Carlton J CIV NRSE HQ, N3; Novotny, Robert E CIV CNRSE, N3
Subject: RE: Turnover Training of Seaward Captains

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Vr,
Elaine Florence
Contract Specialist
NAVSUP/Fleet Logistics Center
Jacksonville, FL 32212
Phone: (904) 542-1657
Fax: (904) 542-1088

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To: Rowe, Kenneth E. CIV USN GTMO

Cc: timothy.yeich@gtmo.navy.mil; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Jakubec, Carlton J CIV NRSE HQ, N3

Subject: [Non-DoD Source] Turnover Training of Seaward Captains

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V/r

Marty Bryant - Project Manager

MCM - Munilla Construction Management, LLC

Port Operation Services - U.S. Naval Station Guantanamo Bay

PSC 1005 Box 58 FPO AE 09593-0001

Mobile: 1-786-556-8026 | Office: 011-5399-75200 | mbryant@mcm-gtmo.com

Extension: 242

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Martin Bryant <mbryant@mcm-gtmo.com>
Sent: Tuesday, January 31, 2017 12:54
To: Rowe, Kenneth E. CIV USN GTMO
Cc: Michael Spiker; Robert Hall; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny, Robert E CIV CNRSE, N3; Fellows, Robin CIV NRSE HQ, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Yeich, Timothy L. O4 USN GTMO; Mark Strout; Bill Annand; Jerome Best; Stacey, Shawn L. CIV USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Paxton, Joshua J. E8 USN GTMO; Lint III, Robert E. E7 USN GTMO
Subject: [Non-DoD Source] Re: SKED Maintenance Back-up

Ken,

All historical 3M maintenance data is filed hard copy's in the 3M office. We do have electronic copy's. Seaward has see the files and knows their location. All maintenance files that MCM has in their custody, will be turned over to Seaward today, along with all keys that pertains to all GFE boats, equipment and buildings.

V/r
Marty

Sent from my iPad

> On Jan 30, 2017, at 3:03 PM, Rowe, Kenneth E. CIV USN GTMO <Kenneth.Rowe@gtmo.navy.mil> wrote:
>
> Capt. Marty
>
> I just received a call from Robin Fellow our Regional Maintenance
> Manager and Region is requesting that you provide a backup for SKED
> on disk for the last Fiscal year of FY16 on disk of all maintenance
> that has been performed under the contract. If you have any historical
> data for any 12, 18,24 or 48 month inspection's please provide this
> data as requested and turn over to Seward Services and the Government COR on island.
>
> V/r
>
> Ken Rowe

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Fellows, Robin CIV NRSE HQ, N3
Sent: Tuesday, January 31, 2017 13:31
To: Martin Bryant; Rowe, Kenneth E. CIV USN GTMO
Cc: Michael Spiker; Robert Hall; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny, Robert E CIV CNRSE, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Yeich, Timothy L. O4 USN GTMO; Mark Strout; Bill Annand; Jerome Best; Stacey, Shawn L. CIV USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Paxton, Joshua J. E8 USN GTMO; Lint III, Robert E. E7 USN GTMO
Subject: RE: SKED Maintenance Back-up
Signed By: robin.fellows@navy.mil

Thanks Marty.

V/R,

Robin Fellows
Regional Maintenance Manager
RPOC COR
C: 904-234-5334
Commander, Navy Region Southeast (CNRSE)
Code N313A, Box 102
Naval Air Station Jacksonville. FL 32212-0102

-----Original Message-----

From: Martin Bryant [mailto:mbryant@mcm-gtmo.com]
Sent: Tuesday, January 31, 2017 12:54 PM
To: Rowe, Kenneth E. CIV USN GTMO
Cc: Michael Spiker; Robert Hall; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny, Robert E CIV CNRSE, N3; Fellows, Robin CIV NRSE HQ, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Yeich, Timothy L. O4 USN GTMO; Mark Strout; Bill Annand; Jerome Best; Stacey, Shawn L. CIV USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Paxton, Joshua J. E8 USN GTMO; Lint III, Robert E. E7 USN GTMO
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- > data for any 12, 18,24 or 48 month inspection's please provide this
- > data as requested and turn over to Seward Services and the Government COR on island.
- >
- > V/r
- >
- > Ken Rowe

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220
Sent: Monday, March 13, 2017 8:50
To: 'Jerome Best'
Subject: COR Appointment Memo
Attachments: cor appointment memo.pdf
Signed By: ELAINE.FLORENCE@NAVY.MIL

Jerome,
Please sign and return attached COR Appointment Memo.
Thanks

Vr,
Elaine Florence
Contract Specialist
NAVSUP/Fleet Logistics Center
Jacksonville, FL 32212
Phone: (904) 542-1657
Fax: (904) 542-1088

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NAVSUP FLEET LOGISTICS CENTER
CONTRACTING DEPARTMENT
110 YORKTOWN AVENUE
NAS JACKSONVILLE FL 32212

4220
224. DN
7 March 2017

From: Contracting Officer, FLC Jacksonville, FL
To: Shawn Stacey, Contracting Officer's Representative (COR)

Subj: APPOINTMENT AS CONTRACTING OFFICER'S REPRESENTATIVE (COR)

Ref: (a) DFARS 201.602-2
(b) NAVSUPINST 4205.3(Series), Contracting Officer's Representative
(c) Contractor Performance Assessment Reporting System (CPARS)
(d) SECNAV M-5510.30, DoN Personnel Security Program Manual
(e) SECNAV M-5510.36, DoN Information Security Program Manual
(f) NAVSUPINST 5530.1E, Naval Supply Systems Command Security Manual

Encl: (1) Contract Administration Plan
(2) Contractor Invoice Review
(3) Guidance for the CPARS dated July 2014
(4) Form and Instructions for completing a Contractor Performance Assessment Reporting System
(5) FAR Table 42-1, Evaluation Rating Definitions

1. Pursuant to references (a) and (b), you are hereby appointed as the Contracting Officer's Representative (COR) under the following contract/order:

<u>Contract Number</u>	<u>Contractor Name, City and State</u>
N68836-17-C-0001	Seaward Services, Incorporated, New Albany, IN

2. Unless terminated, in writing, by the Contracting Officer, this appointment shall remain in effect for the life of the contract/order described above. You are responsible for providing prompt notification to the Contracting Officer if for any reason it becomes necessary to terminate your appointment as COR. Your authority as a COR may not be re-delegated. You are not authorized to appoint, delegate, re-delegate, or sub-delegate your COR responsibilities to another person.

3. As a COR, you are the technical representative of the Contracting Officer in the administration of the contract described above. Your duties include providing technical direction and guidance, as necessary, with respect to the specification or statement of work and monitoring the performance of work under the contract. You are to perform your duties in accordance with references (a), (b), (c), enclosure (1), and any amplifying instructions provided herein or provided in writing by the Contracting Officer at a later date. Additionally, you are required to review contractor invoices utilizing enclosure (2).

4. In accomplishing your duties as a COR you are cautioned to ensure the contract does not become a personal services contract through your actions or the actions of other Government personnel who may assist you in the performance of your duties. You are requested to notify the Contracting Officer, requiring activity manager and your supervisor immediately of any significant event or deficiency associated with contract/order performance.

5. Additional duties as a COR concern the recording and reporting of contractor performance. In accomplishing these duties you are required to carefully review and comply with enclosure (3) to ensure your assessment of the contractor's performance is properly recorded. The applicable format to report the contractor's performance under this contract is hereby provided as enclosure (4). You are required to submit your Contractor Performance Assessment on-line in the Contractor Performance Assessment Reporting System (CPARS) Automated Information System (AIS), which can be accessed at <https://www.cpars.gov/cparsmain.htm>. In order to fulfill this function you will require a User ID and Password, which can be obtained from the Procurement Contracting Officer (PCO).

6. You are to pay particular attention to the timely review of invoices to ensure labor hours, labor mix, materials (if any), travel, and other direct costs identified are consistent and reasonable for the effort completed during the period covered by the invoice. For all cost-reimbursement invoices:

(a) validate and confirm prime contractor and subcontractor Other Direct Costs (ODCs), labor hours, and material costs;

(b) review the subcontractor back-up documentation associated with each invoice to ensure its validity and reasonableness; and

(c) verify receipt of all services claimed to have been provided on an invoice. If a contractor refuses to provide cost and back-up information, or the information provided is insufficient, contact the Contracting Officer.

7. You are not authorized, either by this letter, or by references (a) and (b), to take any action, either directly or indirectly, that could result in a change in the cost/price, quantity, quality, place of performance, delivery schedule, or any other terms or conditions of the contract (or delivery order), or to direct the accomplishment of effort which would exceed the scope of the basic contract (or delivery order). You may be held personally liable for any unauthorized acts. In addition to potential pecuniary liability, CORs may also be subject to administrative or disciplinary action. Whenever there is the potential that discussions may impact any of the areas described above, contact the PCO or Ordering Officer for guidance. You must be especially cautious when providing an interpretation of specifications. The understanding reached or the technical direction given, must be formalized in writing and reviewed by the PCO first, and then provided to the contractor with copies provided to the Contracting Officer (Ordering Officer if a delivery order is involved). The contractor shall notify the Contracting Officer in writing if the contractor is of the opinion that the ACOR's interpretation is erroneous.

8. You are required to maintain a file for each contract/order assigned. Reference (b) provides a detailed listing of elements to include. Your COR file should include the following, at a minimum:

a. Certificate of required COR training;

b. Original of the COR Appointment letter (signed and acknowledge);

c. Copy of contract/order and all modifications;

d. Minutes of Post-Award Conference, if conducted;

e. Copy of all Technical Direction Letters issued;

f. Copy of all other correspondence, including e-mails between COR and the contractor, including any approvals provided; Copy of trip reports of every visit that has been made to the contractor's facility (if applicable);

g. Copy of all invoices and receipt documents;

h. Copy of COR Monthly Reports;

i. Copy of Quality Assurance Surveillance Plan (QASP), if applicable;

j. Copy of all contractor data/Contract Data Requirements List (CDRL) submissions and the COR's analysis of these submissions;

k. Record of any inspections witnessed by the COR under the contract/order, including when and how the inspections were accomplished and the results;

l. Copy of PCO annual review of the COR;

The COR file will be maintained until the end of contract/order performance, when it will be turned over to the contracting officer for inclusion as part of the official contract file.

9. You must obtain COR refresher training every three years to remain eligible for a COR appointment or to maintain COR appointment on an existing contract/order.

10. You must complete required ethics training and submit an OGE Form 450, annually, to remain eligible for a COR appointment or to maintain COR appointments on an existing contract/order.

11. COR management must affirm that the COR will be afforded necessary resources (time, supplies, equipment and opportunity) to perform all designated functions.

12. Specific duties, in addition to those required by references (a) and (b) are as follows:

a. Ensure the Contractor coordinates all security and access requirements directly through the Requiring Activity's Security Manager (RASM). The following security requirements are mandatory for all contracts and at all locations:

(1) Identify investigation requirements in accordance with reference (d). (All personnel working for the Government require a favorably completed investigation.)

(2) Identify Information Assurance (IA) requirements, to include IA training requirements.

(3) Annually, and upon change, provide the RASM with an accurate roster of all contractor personnel working under this contract (to include task order, delivery, modifications, etc).

(4) In accordance with reference (e), all contracts requiring access to classified information or material shall include a valid DD Form 254 approved and endorsed by the RASM. Only security managers are authorized to sign the DD Form 254. Detailed guidance for the completion of the DD Form 254 can be found in reference (f).

b. This section of the ACOR letter shall be tailored by the Contracting Officer to fit the particular contract situation. The following are examples of direction which could be used for this tailoring:

(1) Responsible for controlling all Government technical interface with the contractor.

(2) Responsible for ensuring copies of all Government technical correspondence are forwarded to the Contracting Officer (and Ordering Officer) for placement in the official contract (delivery order) file.

(3) Responsible for promptly furnishing documentation on any requests for change, deviation, or waiver (whether generated by the Government or the contractor) to the Contracting Officer (and Ordering

Officer) for placement in the contract (delivery order) file.

(4) Responsible for completing and signing the Contractor Invoice Review Form, enclosure (2), for all contract invoices. Forward copies of the form to the Procurement Contracting Officer (PCO), Administrative Contracting Officer (ACO), and the Defense Contract Audit Agency (DCAA). In Wide Area Work Flow (WAWF) this is done electronically.

(5) In the event of contractor delay or failure to perform, determine the cause and make recommendations for appropriate corrective and/or preventive measures to the Contracting Officer (and Ordering Officer).

(6) Periodically check contractor performance to ensure that the individual contractor employees are of the skill levels required and are actually performing at the levels charged during the period covered. Via the Contracting Officer (Ordering Officer), request assistance from DCAA as necessary.

(7) Check contractor performance to ensure the labor hours charged appear consistent and reasonable, and any travel charged was necessary and actually occurred.

(8) Ensure any Government Furnished Property is accounted for and adequately monitored.

(9) Complete an "interim" CPARS report, annually in the CPARS AIS within 45 days of the anniversary of the first day of performance under the contract. The "final" CPARS report shall be completed within 45 days of the end of the performance period. Only a "final" CPARS report is required for contracts with a period of performance less than one-year.

(10) Assign CPARS ratings consistent with procedures established in FAR Subpart 42.1503. The purpose of CPARS is to ensure contractor performance data is current and available for use in source selection. Contracting Officers are required to use the CPARS data when making award decisions. Accordingly, each CPARS report evaluation shall:

(a) Include a clear, non-technical description of the principal purpose of the contract.

(b) Include clear relevant information that accurately depicts contractor performance based on objective facts.

(c) Utilize ratings as defined in FAR Table 42-1, Evaluation Ratings Definitions. A copy of FAR Table 42-1 is attached for your convenience.

(d) Include sufficient information necessary to justify the ratings assigned. (See Table 42-1 for justification requirements.

(11) Take the on-line "Quality and Narrative Writing" training prior to completing the initial CPARS report, and then annually as a refresher prior to completing subsequent CPARS reports.

(12) Ensure the Facilities Security Officer or Security POC coordinate various security requirements with the Requiring Activity's Security Manager. Examples of such requirements include, but may not be limited to the following: initiation of security background investigations, security in-processing, security briefings, coordinating applications for the Contractor Verification System and applying for a Common Access Card for the appropriate Government facility; access to Government IT systems and Security Out-Processing.


Contracting Officer Signature and Date

ACKNOWLEDGEMENT AND ACCEPTANCE OF APPOINTMENT:


COR Signature

08 MAR 2017
Date

COR NOMINATING OFFICIAL ACKNOWLEDGEMENT:

CP Christoffersen
COR Nominating Official Signature

11 Mar 2017
Date

(The COR and COR Nominating Official shall retain one copy of this letter, signed by the above parties, and shall return one copy to the Contracting Officer (and Ordering Officer) within 10 days of receipt for the required contractor acknowledgement and final distribution.

CONTRACTOR ACKNOWLEDGEMENT:

Company

Name and Title

Date

(Contractor must acknowledge receipt of this letter by counter-signing one copy and returning it to the Contracting Officer).

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Jerome Best <JBest@hms-seaward.com>
Sent: Monday, March 13, 2017 9:39
To: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220
Subject: [Non-DoD Source] RE: COR Appointment Memo
Attachments: GTMO cor appointment memo - JBest signed.pdf

Elaine,

Signed COR Appointment Memeo.

Vr/Jerome

-----Original Message-----

From: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220 [mailto:elaine.florence@navy.mil]
Sent: Monday, March 13, 2017 8:50 AM
To: Jerome Best <JBest@hms-seaward.com>
Subject: COR Appointment Memo

Jerome,
Please sign and return attached COR Appointment Memo.
Thanks

Vr,
Elaine Florence
Contract Specialist
NAVSUP/Fleet Logistics Center
Jacksonville, FL 32212
Phone: (904) 542-1657
Fax: (904) 542-1088

In order to improve the level of service we provide to our customers, we ask that you please rate your level of satisfaction with the contracting services provided to you. You may participate in this survey by clicking on the link below and answering a few short questions regarding our service. This survey is for our government customers only.

Click here for the survey: <https://www.neco.navy.mil/contracting/survey.aspx>

ACKNOWLEDGEMENT AND ACCEPTANCE OF APPOINTMENT:


COR Signature

08 MAR 2017
Date

COR NOMINATING OFFICIAL ACKNOWLEDGEMENT:


COR Nominating Official Signature

11 Mar 2017
Date

(The COR and COR Nominating Official shall retain one copy of this letter, signed by the above parties, and shall return one copy to the Contracting Officer (and Ordering Officer) within 10 days of receipt for the required contractor acknowledgement and final distribution.

CONTRACTOR ACKNOWLEDGEMENT:

Seaward Services, Inc.
Company


VP Business Development

13 March 2017
Name and Title Date

(Contractor must acknowledge receipt of this letter by counter-signing one copy and returning it to the Contracting Officer).

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220
Sent: Tuesday, March 21, 2017 9:17
To: 'Stacey, Shawn L. CIV USN GTMO'
Cc: Yeich, Timothy L. O4 USN GTMO; Novotny, Robert E CIV CNRSE, N3
Subject: Seaward Port Operations Training
Signed By: ELAINE.FLORENCE@NAVY.MIL

Shawn,

Prior to authorizing any training for Seaward, please notify MCM in writing to ensure training does not interfere with or cause any disruption in MCM's ability to provide required port operations support services under their contract.

Vr,
Elaine Florence
Contract Specialist
NAVSUP/Fleet Logistics Center
Jacksonville, FL 32212
Phone: (904) 542-1657
Fax: (904) 542-1088

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Click here for the survey: <https://www.neco.navy.mil/contracting/survey.aspx>

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Stacey, Shawn L. CIV USN GTMO <Shawn.Stacey@gtmo.navy.mil>
Sent: Tuesday, March 21, 2017 9:52
To: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220
Cc: Yeich, Timothy L. O4 USN GTMO; Novotny, Robert E CIV CNRSE, N3
Subject: RE: Seaward Port Operations Training
Signed By: Shawn.stacey.civ@gtmo.navy.mil

Copy,

I will.

-----Original Message-----

From: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220
[mailto:elaine.florence@navy.mil]
Sent: Tuesday, March 21, 2017 9:17 AM
To: Stacey, Shawn L. CIV USN GTMO
Cc: Yeich, Timothy L. O4 USN GTMO; Novotny Robert E CIV CNRSE N3
Subject: Seaward Port Operations Training

Shawn,

Prior to authorizing any training for Seaward, please notify MCM in writing to ensure training does not interfere with or cause any disruption in MCM's ability to provide required port operations support services under their contract.

Vr,
Elaine Florence
Contract Specialist
NAVSUP/Fleet Logistics Center
Jacksonville, FL 32212
Phone: (904) 542-1657
Fax: (904) 542-1088

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Click here for the survey: <https://www.neco.navy.mil/contracting/survey.aspx>

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Martin Bryant <mbryant@mcm-gtmo.com>
Sent: Wednesday, January 18, 2017 15:05
To: Rowe, Kenneth E. CIV USN GTMO; Michael Spiker; Mark Strout; Yeich, Timothy L. O4 USN GTMO
Cc: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny, Robert E CIV CNRSE, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Stacey, Shawn L. CIV USN GTMO
Subject: [Non-DoD Source] RE: Tug Boats

Ken,

Copy all, We will coordinate with Mark at Seaward.

V/r

Marty Bryant - Project Manager
MCM - Munilla Construction Management, LLC Port Operation Services - U.S. Naval Station Guantanamo Bay PSC 1005
Box 58 FPO AE 09593-0001
Mobile: 1-786-556-8026 | Office: 011-5399-75200 | mbryant@mcm-gtmo.com
Extension: 242

-----Original Message-----

From: Rowe, Kenneth E. CIV USN GTMO [mailto:Kenneth.Rowe@gtmo.navy.mil]
Sent: Wednesday, January 18, 2017 2:51 PM
To: Martin Bryant; Michael Spiker; Mark Strout; Yeich, Timothy L. O4 USN GTMO
Cc: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny Robert E CIV CNRSE N3; Jakubec, Carlton J CIV NRSE HQ, N3; Stacey, Shawn L. CIV USN GTMO; Rowe, Kenneth E. CIV USN GTMO
Subject: Tug Boats

Capt. Marty

Can we have the tugs warmed up and ready to go on Thursday and Friday and Saturday at 2:30pm Seward would like to operate them as part of the turnover?

V/r

Ken

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Martin Bryant <mbryant@mcm-gtmo.com>
Sent: Friday, January 20, 2017 7:03
To: Rowe, Kenneth E. CIV USN GTMO; Michael Spiker; Robert Hall; Mark Strout; Yeich, Timothy L. O4 USN GTMO; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny, Robert E CIV CNRSE, N3; Jakubec, Carlton J CIV NRSE HQ, N3; Fellows, Robin CIV NRSE HQ, N3
Cc: Jerome Best; Paxton, Joshua J. E8 USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Juan Perez
Subject: [Non-DoD Source] RE: Tug's , LCU. and Ferry's
Importance: High

Ken,

I will coordinate with Seawards Project Manager, and we will accommodate Seawards Captains underway training needs on the various craft..

V/r

Marty Bryant - Project Manager
MCM - Munilla Construction Management, LLC Port Operation Services - U.S. Naval Station Guantanamo Bay PSC 1005
Box 58 FPO AE 09593-0001
Mobile: 1-786-556-8026 | Office: 011-5399-75200 | mbryant@mcm-gtmo.com
Extension: 242

-----Original Message-----

From: Rowe, Kenneth E. CIV USN GTMO [mailto:Kenneth.Rowe@gtmo.navy.mil]
Sent: Thursday, January 19, 2017 1:48 PM
To: Martin Bryant; Michael Spiker; Robert Hall; Mark Strout; Yeich, Timothy L. O4 USN GTMO; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny Robert E CIV CNRSE N3; Jakubec, Carlton J CIV NRSE HQ, N3; Fellows, Robin CIV NRSE HQ, N3
Cc: Jerome Best; Paxton, Joshua J. E8 USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Juan Perez
Subject: RE: Tug's , LCU. and Ferry's
Importance: High

Capt. Marty

I understand that the normal operational commitments and maintenance requirements come first, the times I have listed is what we would like if this timeframe is not available can you provide me with a schedule that will work best for you?

Start time 0800-1100
1100 to 1300 lunch
1300 to 1600

V/r

Ken

-----Original Message-----

From: Martin Bryant [mailto:mbryant@mcm-gtmo.com]

Sent: Thursday, January 19, 2017 1:31 PM

To: Rowe, Kenneth E. CIV USN GTMO; Michael Spiker; Robert Hall; Mark Strout; Yeich, Timothy L. O4 USN GTMO; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny Robert E CIV CNRSE N3; Jakubec, Carlton J CIV NRSE HQ, N3; Fellows, Robin CIV NRSE HQ, N3

Cc: Jerome Best; Paxton, Joshua J. E8 USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO; Juan Perez

Subject: [Non-DoD Source] RE: Tug's , LCU. and Ferry's

Importance: High

Ken,

We will try to accommodate the best we can, based on the normal contract operational commitments and maintenance requirements. Please let me know the times and craft you would like underway for training of Seaward personal so we may schedule our maintenance around the training.

V/r

Marty Bryant - Project Manager

MCM - Munilla Construction Management, LLC Port Operation Services - U.S.

Naval Station Guantanamo Bay PSC 1005 Box 58 FPO AE 09593-0001

Mobile: 1-786-556-8026 | Office: 011-5399-75200 | mbryant@mcm-gtmo.com

Extension: 242

-----Original Message-----

From: Rowe, Kenneth E. CIV USN GTMO [mailto:Kenneth.Rowe@gtmo.navy.mil]

Sent: Thursday, January 19, 2017 1:19 PM

To: Martin Bryant; Michael Spiker; Robert Hall; Mark Strout; Yeich, Timothy L. O4 USN GTMO; Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny Robert E CIV CNRSE N3; Jakubec, Carlton J CIV NRSE HQ, N3; Fellows, Robin CIV NRSE HQ, N3

Cc: Rowe, Kenneth E. CIV USN GTMO; Jerome Best; Paxton, Joshua J. E8 USN GTMO; Garren, Dustin J. E8 USN GTMO; Alvizo, Gabriel USN GTMO

Subject: Tug's , LCU. and Ferry's

Importance: High

Capt. Marty

Starting Monday January 23, 2017 thru Saturday 29, 2017 Seward would like to start operating the tugs, lcu, and ferry's during normal working hours at the times listed below.

Start time 0800-1100

1100 to 1300 lunch

1300 to 1600

Thank you for your assistance on the operation of the above craft listed.

Ken